

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: STAFF SERVICES OFFICER I –
Program Monitoring

SALARY GROUP: B17

DEPARTMENT: Private Facility Contract Monitoring/Oversight Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Oscar Mendoza DATE: 7/24/2015

POSITION #: 034049

I. JOB SUMMARY

Performs routine staff services work. Work involves planning and coordinating staff services functions; and training others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans and coordinates several staff services functions; and provides liaison with departments of the agency, contract facilities, and other agencies and organizations.
 - B. Prepares and reviews operational and special reports; assists in reviewing and evaluating program performance data to ensure compliance with contract policies and procedures; and analyzes internal processes and recommends and implements procedural or policy changes to improve operations.
 - C. Assists in the preparation of program budget requests; processes work and purchase orders; coordinates and monitors expenditures; and prepares and maintains an inventory control database for equipment, materials, and supplies.
 - D. Works with program staff in determining trends and resolving technical problems; and provides training and technical assistance to program staff.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning criminal justice, technical program support, or program administration experience to include two years of computer operations.
3. Technical review or auditing experience preferred.
4. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of budgeting techniques and practices.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill to study and evaluate programs and propose recommendations.
10. Skill to review technical data and prepare technical reports.

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11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.